

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

April 29, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-42

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: OSUP Policy on Approving Requests for Paper Checks

Due to the multiple manual entries now required to process paper checks for one time payments in the ISIS HR system, the Office of State Uniform Payroll (OSUP) will no longer approve agency requests to issue paper checks for reward payments. These payments will be remitted via direct deposit unless the employee has a direct deposit waiver entered in ISIS HR.

For additional information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Brandy Boyd	342-5354	Desiree Jefferson	342-5377
Michelle Richmond	342-5357	Jodi Bullock	342-5345
Angel Vernon	342-5344		

APH: JAB:ral